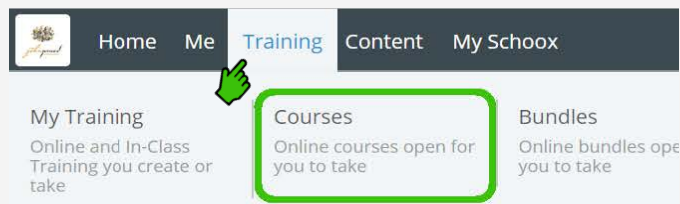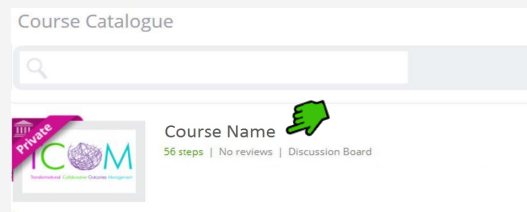# RE-CERTIFICATION
Certificate expired and time to re-certify?

This resource is for users who have already completed certification in the past calendar year and need to renew their certificate.

1. Login to **https://www.tcomtraining.com** with your email/username & password.

2. To return to your certification course, navigate to the training tab and click "Courses" as shown below.

	Home	Me	Training	Content	My Schoox

My Training
Online and In-Class Training you create or take

Courses
Online courses open for you to take

Bundles
Online bundles ope you to take

3. Select the course you need to re-certify in

Course Catalogue

Course Name
56 steps | No reviews | Discussion Board

You can now review the materials/steps OR jump straight to the final exam which is the last step in the course.

PRACTICE EXAM

Vignette 1
Practice Exam

Please print out the manual prior to taking this exam so that you can reference it during the practice exam. You can print the manual out by clicking on 'supplemental material' and downloading it.

Practice

CERTIFICATION EXAM

Vignette 2
Certification Exam

Please print out the manual prior to taking this exam so that you can reference it during the certification exam. You can print the manual out by clicking on 'supplemental material' and downloading it.

Final Exam | Best Score _____ *

*If your certification has not expired, your best score will be shown from the previous year. Go ahead and click on "Certification Exam" and click "retake vignette" to re-certify early.

TIPS and HINTS:
- All Manuals and course materials are under the 'Supplemental Materials' on the course toolbar.
- Reference the "TCOM Training Tips" and "Needs and Strengths" handout for support also located in 'Supplemental Materials.'
- Take Practice Test before certification!